

## **SENIOR ACCOUNTANT**

### **PURPOSE AND NATURE OF WORK**

Positions of this class perform accounting work requiring knowledge of the theory and practice of recording, classifying, examining, and analyzing fiscal transactions, in addition the interpretation of the general ledger, subsidiary ledgers, and reports submitted by others is required. Positions work under the direction of the Chief Accountant, and will act as a lead workers, but are not supervisory positions.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note these examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent perform all of these duties.)

Analyzes effects of transactions upon account relationships, evaluates alternative means of treating transactions. Participates in planning, development and revision of accounting systems. Interprets meaning of accounting records, reports, and statements, advises operating officials on accounting matters. Assists and trains others on the proper application of accounting policies and procedures. Recommends improvements, adaptation, or revisions in the accounting system and procedures. Assists superiors in gathering and evaluating cost data and audit information, and in correcting entries.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of the data available for developing reports and of the accounting and statistical methods required to summarize this data in a manner meaningful for making managerial decisions.

Thorough knowledge of policies, procedures, and governmental accounting principles, including their application to public utility accounting.

Knowledge of general principals of governmental finance administration.

Ability to review fiscal and other types of information gathered by others and make recommendations for alternative actions.

Ability to communicate effectively, orally and in writing, with superiors, subordinates and others.

Ability to learn and use effectively mainframe and personal computer spread sheets.

Ability to meet deadlines in carrying out duties.

Ability to deal with people in a courteous, tactful, and effective manner.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four-year college or university with major course work in accounting, or a related field; and considerable accounting experience involved in the preparation or evaluation of accounting and statistical reports, including experience in utility accounting; or any equivalent combination of training and experience.